



**Association Friends of Raoul Follereau – AIFO-Liberia**

**Vacancy Announcement No. 008**

**Project CAD-L / SIDA**

**Issued on: 12 May 2020**

**Deadline for Application: 24 May 2020**

**Position Title: Monitor & Evaluation (M&E) Officer, Coordinated Action on Disability in Liberia – CAD-L (2020-2021).**

**Qualified women and men with disabilities are strongly encouraged to apply. Please be informed that this is a national position, so the terms and conditions of Liberian employees will apply.**

AIFO Liberia is looking to hire a M&E Officer to support its monitoring, evaluation, reporting and project implementation efforts.

#### **AIFO Liberia**

The “Association Friends of Raoul Follereau” (AIFO) is an Italian non-for-profit organisation that has been present in Liberia since 1997. AIFO Liberia offers opportunities for people affected by leprosy, persons with disabilities (PWDs), women/children and members from vulnerable and marginalised communities to lead a better quality of life. AIFO Liberia focusses on healthcare and economic empowerment to provide a better quality of life and create large scale positive change. AIFO Liberia is accredited by the Ministry of Finance and Development Planning, The Republic of Liberia; accreditation number 0094.

#### **CAD-L Project**

In January 2020, AIFO launched the project “Coordinated Action on Disability in Liberia – CAD-L. People living with a disability in Liberia enjoy opportunities for employment, self-employment and entrepreneurship in the public and private sectors”, funded by SIDA (Swedish International Development Agency). The project aims to target the area of economic empowerment of people living with a disability in Liberia as a means to deliver positive change in their lives as well as in the overall society. CAD-L also intends to address gender imbalances in the participation of disabled women to development initiatives. It is implemented in the counties of Montserrado, Bong and Nimba, in partnership with the National Commission on Disabilities (NCD), the National Union of Organisations of the Disabled (NUOD), and the Alliance on Disability. Specific Covid-19 measures are now part of the project.

#### **Requirements**

The ideal candidate should possess a University degree and have a minimum 3 years’ professional experience in a M&E position responsible for implementing M&E activities of international development projects. Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/or performance monitoring plans. Knowledge of the major evaluation methodologies, data collection and analysis methodologies. Experience in planning and managing surveys and developing data collection tools. Experience with data quality assessments and oversight. Extensive computer knowledge is required. High level written and verbal communication skills in English language. Excellent analytical and organisational skills, and ability to manage deadlines. Self-motivation, integrity, communication and interpersonal skills, methodical and problem-solving approach,

adaptability and ability to work with a team. Previous experience in gender and disability rights is an advantage.

## **About the Role**

This is a 9-month contract (from June 2020 to February 2021) and the duty station is based in Monrovia, Liberia, with occasional travel in Liberia. The Monitor & Evaluation (M&E) Officer will be working full-time and he/she will report to CAD-L Project Manager. He/she will work in collaboration and consultation with CAD-L Advisor and AIFO Liberia staff.

## **Objectives**

**Tool Development and Data Management. Monitoring and Reporting. Assessment, Survey and Evaluation. Learning, Accountability and Capacity Building.** In particular:

- Develop and implement a robust monitoring and evaluation AIFO Liberia system that will ensure tracking of projects results at different levels (outputs, outcomes and impact).
- Develop/Adopt an integrated database and ensure accountability through regular data updates.
- Oversee routine project monitoring activities.
- Ensure the quality of M&E related data to be collected throughout the project implementation.
- Utilise the Collaborative, Learning and Adapting Approach to continually assess project progress.
- Document results of the M&E system and produce periodic reports.
- Assist the various project teams in data analysis.
- Train CAD-L field workers and the staff of partner NGOs in data collection methodology and in the M&E system, in general.
- Facilitate and serve as a project liaison for externally-managed evaluations.
- Coordinate all project surveys, assessments and evaluations.
- Provide relevant evidence for sharing lesson's learned and good practices.
- Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered in project delivery.

The above list includes indicative overall, high level duties and responsibilities; SMART objectives will be prepared by the individual in collaboration with the supervisor and will be reviewed quarterly during an appraisal session.

## **HOW TO APPLY**

To apply, send your CV, a cover letter detailing how you meet the job specification and two references to: [aifoliberia@gmail.com](mailto:aifoliberia@gmail.com) indicating in the subject of the email: Application for CAD-L Monitor & Evaluation (M&E) Officer position.

We apologise in advance, but only qualified and shortlisted candidates will be contacted. We encourage applicants to submit the application well before the deadline date. The selection respects the principles of equal opportunities (Law 903/77).